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ABSTRACT

Northland Community College, which serves rurally isolated northeastern Arizona, offers a three-credit course for persons who are operating one-person libraries located throughout the area. Part of the library/media technology curriculum, the course covers: (1) library organization (duties and responsibilities of the library board and the librarian, library facilities, financing and budgeting, legal issues, insurance needs, library policies and procedures, self-management and time management techniques, and automation and networking strategies); (2) small library record keeping; (3) achieving success; (4) promoting the one-person library; and (5) types of small libraries (church, church music, law, business firm, medical, small historical museum or local historical society, and small public libraries). The course serves as a springboard for students to enter the program to work toward their Certificate of Applied Science or Associate of Applied Science degree in library/media technology. The two textbooks used provide practical down to earth suggestions for operating a one person library and class discussions and activities provide peer support in a variety of ways. (KRN)

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# MANAGING THE ONE PERSON LIBRARY IN RURAL NORTHEASTERN. ARIZONA

by

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MANAGING THE ONE PERSON LIBRARY
IN RURAL NORTHEASTERN, ARIZONA

Rurally isolated Northeastern Arizona is a series of little towns, the largest of which, Winslow, is only 10,000. In Navajo County alone, there are seventy-seven small libraries. Many of these libraries are run by one person. This individual is responsible for doing everything that is done in the individual's library setting. How does one become comfortable in such a situation? Where does this individual get support from individuals who are doing similar tasks?

The Department of Library/Media Technology at Northland Pioneer College set out to answer these questions, after requests came in from all over our service area of Navajo and Apache Counties, to help in training these individuals. After careful consideration, it was decided to set up a course for the one person library. The course is LIB 235 - Managing the One Person Library. The course is offered for three credits. The following topics are discussed:

A. Organizing a Small Library
    1. The Library Board - Duties and responsibilities
    2. The Librarian - Duties and responsibilities
    3. Library location and design
    4. Library financing for small libraries
    5. Library budgeting for small libraries
    6. Legal issues for the one person library
    7. Insurance needs for the small library
    8. Policies and procedures for the one person library
    9. Self-management and time management techniques
    10. Library services for the one person library
    11. One person library automation strategies
    12. Networking strategies for one person libraries
B. Small Library Record Keeping
C. Achieving Success in the One Person Library
D. Promoting the One Person Library

E. Types of Small Libraries
   1. The church library
   2. The church music library
   3. The school library
   4. The law library
   5. The business firm library
   6. The medical library
   7. The small historical museum or local historical society library
   8. The small public library

This class has been well received and is a valuable addition to the library/media technology curriculum at Northland Pioneer College. It serves as a springboard for students to enter the program to work toward their Certificate of Applied Science or Associate of Applied Science degree in library/media technology. The class topics have been adapted from two excellent books on the subject: Managing the One-Person Library by Guy St. Clair and Joan Williamson (London: Butterworths, 1986) and How to Organize and Operate a Small Library by Genore H. Bernard (Fort Atkinson, WI: The Highsmith Company, 1975). These books provide practical down to earth suggestions on how one can successfully operate a one person library. Class discussions and activities bring together a community of individuals who are doing like tasks. In this way, the student gets a great deal of peer support in a variety of different ways. Even in an isolated area such as this one, there are examples of almost every type of library listed on the outline. While the textbooks touch on other areas such as cataloging and processing, audio visual materials and lending systems, these areas are not covered in this course because they are covered in other courses in the curriculum.

The Department of Library/Media Technology at Northland Pioneer College is dedicated to serving the library needs which develop within its service area. It is continually upgrading and designing courses which specifically meet these needs. LIB 235 - Managing the One Person Library - has been successful because it addresses specific area needs.

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